United Nations ST/AI/2002/5

Secretariat

7 June 2002

Administrative instruction amending administrative instruction ST/AI/1997/6

Mission subsistence allowance

Pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, the Under-Secretary-General for Management amends as follows administrative instruction ST/AI/1997/6, entitled "Mission subsistence allowance":

- Section 5.1 is replaced by the text set out below:

"5.1 Mission subsistence allowance is payable from the date of arrival at the duty station until the end of the mission assignment, i.e., for the period spent on mission-related service, in the following cases:

(a) For actual work days spent in the mission area;

(b) For weekends and official holidays spent within or outside the mission area;

(c) For annual leave accrued while on mission assignment, and taken prior to the expiration of the specific mission assignment where the annual leave was accrued, provided that annual leave with mission subsistence allowance at the end of the mission assignment may not exceed 10 working days, and may be taken only after authorization by the responsible official, who shall decide whether to approve the leave request on the basis of operational needs. Exceptionally, staff members reassigned from one special mission to another shall be allowed to carry forward up to 14 calendar days of annual leave with mission subsistence allowance accrued at the previous special mission, for which the allowance will be paid at the rate applicable when the leave is taken at the new mission;

(d) For sick leave or maternity leave, subject to the conditions specified in sections 7.2 and 8."

- Section 6 is replaced by the text set out below:

"6.1 A staff member travelling on official business requiring an overnight stay at a location other than his or her regular duty station within the mission area shall receive the 'first 30 days' mission subsistence allowance rate established for the location of the overnight stay. For travel on extended official business for more than 30 consecutive days, the 'after 30 days' mission subsistence allowance rate for the location of the overnight stay shall be payable.

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"6.2 For periods of official business within the mission area, the accommodation portion of the regular mission subsistence allowance shall remain payable."

- Section 7.2 is replaced by the text set out below:

"7.2 For periods of official business outside the mission area, including when a staff member is on authorized medical evacuation, the accommodation portion of the mission subsistence allowance shall remain payable."

- Section 8.2 is replaced by the text set out below:

"8.2 A staff member hospitalized in the mission area shall be entitled to the accommodation portion of the mission subsistence allowance."

The present instruction shall enter into force on 15 June 2002.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management